



## **CERTIFICATE IN LABOUR STUDY [LEVEL 4]**

---

# **RULES AND GUIDELINES FOR PARTICIPANTS**

**A. RULES:**

**B. ACCREDITATION**

**C. GUIDELINES FOR EXPECTED CONDUCT**

**D. STUDENT SUPPORT**

## A. RULES:

### 1. Attendance

#### 1.1 Module Blocks

There are eight (8) modules which will be run in eight (8) blocks of five (5) days each, spread over every second month. **Full Attendance of all these blocks is compulsory. Absenteeism will result in you not being permitted to write the exam for that module.** In the case of emergencies, you may seek permission to attend to such but proof will be required.

#### 1.2 Class Attendance

**Attendance at all sessions of the block is compulsory and punctuality will be monitored.** A register will be signed every day. Being in and out of the lecture room during the sessions will result in a deduction from your class participation mark. Class attendance and participation contributes towards the class mark.

#### 1.3 Examination

There is an examination after each block which is held on a Monday of the week after classes. **It is compulsory for you to be present to write the exam.**

### 2. Assignments/Home work

You will get an assignment to do after each block. It is **compulsory for the assignment to be submitted on the due dates failing which you will be penalized for late submission and non-submission as follows:**

2.1 Assignments will be handed in / submitted to the three centres who will forward such to the facilitator for marking;

2.2 Late submission of the **final assignment** will result in a **deduction of five percent (5%) per day from the due date until and including the day it is**

received (but not later than three (3) days, from the total marks obtained in the assignment;

- 2.3 Submission three (3) days after the due date will result in your **assignment not being accepted** unless some acceptable and legitimate reasons and supporting documents (e.g. medical certificate indicating unfitness, death certificate, etc.) are submitted to the center with a letter;
- 2.4 There will be no extensions to deadlines.

### 3. Assessment

- 3.1 The class room activities will take place during the eight blocks spread. Participation and attendance in class contribute 10% towards your module pass mark.
- 3.2 The assignment, which you are given as homework, will contribute 40% towards your module pass mark.
- 3.3 The examination, which you write after each block, will contribute 50% towards the module pass mark

A module marks are therefore made up as follows:

Class attendance and participation	10%
Assignment	40%
Examination	50%
<b>Sub-total</b>	<b>100%</b>

- 3.4 You are required to have 50% in total of all marks to pass a module.

### 4. Supplementary examinations

- 4.1 You are required to have between 40% and 49% to qualify for a supplementary examination
- 4.2 If you obtain 39% and less, you will not be able to write the supplementary exam and will have failed the module without a chance of a supplementary.

4.3 If you fail one module you will be allowed to continue with the programme, but you will not get your certificate.

4.4 In the event of 4.3 above, you may apply to do the module you have failed when the next SALEP programme starts and graduate with that specific group.

## 5. Examination Rules

Please note that the following rules relate directly to the examinations and will apply during the course of any examination. Kindly familiarize yourself with the rules as extracted from the examinations answer book.

- a) No part of the answer book is to be torn off.
- b) Any rough work must be clearly marked as such and ruled off.
- c) A student may not retain this book or remove it from the examination room.
- d) A student is not permitted to be in possession of, use, or attempt to use any book, note, document or instrument, which is not authorized by the examination officer during an examination, therefore all students must hand in any book, note, document or instrument including cell phones to the examinations officer.
- e) Communication or any attempted communication of any information relating to the examination to any fellow student while the examination is in progress will not be permitted.
- f) A student may not submit any written matter or project, which has been copied from another student, as their own work for the examination.
- g) A student may not intentionally or negligently assist another student to cheat during the examination.
- h) A student may not commit any other fraudulent, deceitful or dishonest practice which seeks to mislead or deceive the examinations officer, while being examined.

**NB. If a student is found guilty of breaking or attempting to break any of the rules mentioned above, he/she will suffer one or more of the following consequences:**

- I. Disqualification from entry to any examination
- II. Cancellation or forfeiture of examination results

- III. Deprivation of the certificate as a result of the 'offence'.

## **B. ACCREDITATION**

The Labour Study Certificate is accredited with Namibia Qualification Authority [NQA] and it is valued as a level 4 Certificate on Namibia Qualification Framework [NQF]. Thus the qualification name is Q0726 Certificate in Labour Study (CLS) – Level 4.

What does this 'accreditation' mean?

- There are eight (8) modules in the programme;
- Each module focuses on a particular topic relevant to our daily lives in the workplace, the community, on a local, regional and global level;
- Every module has an assignment and an examination which the accrediting body moderates, that is, they check if the assignment and examination are in keeping with university standards;
- On successful completion of all assignments and examinations of all eight modules, a certificate will be awarded to the participants;
- This certificate is awarded at an awards ceremony.

### **Activities and Assessment**

#### **(i) Classroom work**

The class room activities will take place in the 8 blocks of five (5) days each, spread over every second month.

#### **(ii) Work in between Blocks**

While the main activities of the programme will be the eight blocks spread over every second month, another important component of the programme will be the work that you will be expected to do in between blocks.

These will include written essays/assignments, research, field work and reading. Participants who do the work well in between blocks will benefit more from the programme than those who treat this as “homework” which is hastily prepared just before presentation/submission. Learning takes place not simply in the class room discussion but in the individual practice which follows class room activities.

**(iii) Assignments / Exams**

Participants will do assignments and undertake an examination based on each of the modules after each block. Late submission will lead to deduction of 5% per day from your marks. If you are 3 days late with submission of the assignment, it will not be marked.

**(iv) Assessment**

The participants' understanding and abilities will be assessed for each module as follows:

- Attendance and Class Participation (10%)
- Assignments (40%)
- The writing of an exam on all aspects of the problems / challenges / issues learned or studied in the module (50%)

**C. GUIDELINES FOR EXPECTED CONDUCT**

All persons participating in the programme (facilitators, staff, participants and others) are required to adhere to the guidelines below:

**1. Harassment and discrimination**

All forms of harassment or discrimination based on sex, race, colour or creed will not be tolerated. Anyone found guilty of violation of other people's rights will have their studies discontinued and the matter taken up with their organisation/centre.

## 2. Cell phones

The use of cell phones, in lecture rooms or any time during the sessions, by both facilitators and participants, is strictly prohibited. It is disrespectful and disruptive to the class and indicates no self-discipline. Therefore all cell phones **MUST** be turned off or be on silent mode during the sessions.

## 3. Rules and procedures

1. LaRRI's labour study course is attended by all students on a voluntary basis. We regard our students as assets to the Namibian labour movement and will respect them at all times. LaRRI will treat them with politeness, encourage them and assist them in their studies in whatever way possible.
2. As adults and trade unionists, we expect our students to show respect towards their fellow students, lecturers and LaRRI staff in general. We cannot tolerate any behaviour that disrupts classes or undermines learning and open debate.
3. Staff and students alike are expected to tolerate divergent views and nobody shall be disadvantaged or favoured based on his/her political views.
4. No discrimination on the basis of colour, beliefs, sex or any other grounds outlawed in the Namibian Constitution shall be allowed.
5. LaRRI trusts that all conflicts that may arise during the course can be settled between the participants themselves. In cases where this cannot be done, an aggrieved party may call on the course co-ordinator to intervene. Should the case remain unresolved, an aggrieved party may take the case to the LaRRI director. The course co-ordinator/director shall try to mediate the conflict and find an amicable solution. The final decision shall rest with the director.
6. A student may withdraw from the course at any time, provided that the reasons are given to the course co-ordinator. However, a refund of fees paid shall only be granted if the student withdraws from the course during the first module. In such a case, the student shall still be liable for payment for the reading material provided.

#### **D. STUDENT SUPPORT**

You are encouraged to approach any of the centres should you feel you need support, advice or clarity on your studies.